



REQUEST FOR PROJECT PRE-PROPOSALS

FY 2015 GRANT CYCLE—INSTRUCTIONS AND GUIDELINES FOR

- Western Competitive Grants
- Western Fire Managers Grants
- Community Protection Program (CPP) Grants

GRANTS ADMINISTERED BY THE BUREAU OF FORESTRY ASSISTANCE

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IDAHO DEPARTMENT OF LANDS

Request for Project Pre-Proposals

PRE-PROPOSAL DUE DATE: DECEMBER 20, 2013

The Idaho Department of Lands (IDL) is seeking pre-proposals for projects eligible for the US Forest Service, 2015 State and Private Forestry **Western Competitive**, **Western Fire Managers**, and the **Community Protection Program (CPP)** grant programs. Qualifying applicants can submit pre-proposals for one or all of these grant programs.

Carefully review the guidelines and complete the appropriate grant pre-proposal form by following the specific criteria and instructions.

GENERAL INFORMATION

Funds for these programs come from the US Forest Service State and Private Forestry (S&PF) branch to address forest conservation, protection and enhancement needs as identified in [Idaho's Forest Action Plan \(FAP\)](#)¹. IDL uses the support offered by S&PF assistance to ensure that federal dollars are invested in locally supported projects that address issues of national importance and provide meaningful, lasting, and measurable outcomes.

PROCESS

Idaho's Western Competitive and Western Fire Manager Applications compete for funds within each respective program with seventeen western states and five Pacific island territories. CPP applications compete with states in Forest Service Regions 1 & 4.

This announcement is to solicit pre-proposals from which projects will be selected for development. IDL will select at least four projects each from Western Competitive and Western Fire Manager pre-proposal submissions, and will work with these applicants to develop full grant proposals for the western competition. The number of successful CPP proposals is dependent upon availability of federal funds. The goal is to have full grant proposals completed by mid-June 2014.

TIMELINE

September 18, 2013	Request for project pre-proposals for the Western Competitive, Western Fire Managers and CPP Grant Programs released
December 20, 2013	Pre-proposals are due into IDL's Coeur d'Alene office
Late February 2014	Pre-proposal projects are selected for development into full proposals. All applicants notified of status.
March-mid June 2014	IDL will work with selected applicants to develop full proposals/applications for the Western States competition
October-November 2014	Western States Grant Review Teams score and rank applications across the west for each grant program and recommend projects for funding
Late November 2014	States notified of which projects have been selected for funding
Late Spring 2015	Contingent upon funding appropriations by Congress, states sign agreements with the Forest Service for grant dollars
Summer/Fall 2015	IDL and successful grant recipients enter into appropriate agreements and projects begin

¹ <http://www.forestationplans.org/states/idaho>

PROJECT GUIDELINES

GENERAL ELIGIBILITY and SIDEBARS

Eligible Applicants	<ul style="list-style-type: none">▪ Western Competitive—State and local agencies, tribes, non-profit organizations, and educational institutions▪ Western Fire Managers & CPP—Counties only▪ A DUNS# is required to receive funding
Project Purpose & Location	<ul style="list-style-type: none">▪ Projects for all grant programs must accomplish goals and strategies stated in Idaho's Forest Action Plan within the project's priority landscape area. The Idaho Forest Action Plan is available at http://www.forestactionplans.org/states/idaho▪ Collaboration among multiple entities on the project is important and encouraged
Funding Request Amount	<ul style="list-style-type: none">▪ Projects that utilize approximately \$240,000 in grant funds are desired². If funded, payments are on a reimbursement basis (after work is successfully completed and paid for by recipient)
Project Time Frame	<ul style="list-style-type: none">▪ One to three years
Eligible Lands	<ul style="list-style-type: none">▪ While project work can occur on all lands, grant funds can only be used for activities on non-federal lands. Project coordination with the USDA Forest Service and other public land management agencies is encouraged.
Ineligible Activities	<ul style="list-style-type: none">▪ Work on federal land, research and any construction activities are not eligible for grant funding. (Construction includes new or improved structures, roads, bridges and culverts, even if in connection to a thinning or restoration project. If these activities are part of the overall project, they can be used as project leverage.)▪ Additionally, Western Fire Managers/CPP Grants <u>exclude</u> individual homeowner defensible space, maintenance on previous federally funded fuels projects, preparedness and suppression capacity building (e.g. purchase of fire department equipment), small business start-up funding, and GIS/database development.
Budgets	<ul style="list-style-type: none">▪ Refer to IDL Budget Guidelines and Restrictions for determining allowable grant fund expenditures. http://www.idl.idaho.gov/bureau/ForestAssist/grants/index.html

PRE-PROPOSAL REQUIREMENTS

Successful pre-proposals start with well-planned project ideas. Project pre-proposals that clearly address a pressing need or issue in an efficient, timely and cost-effective manner are most likely to be selected for full proposal development. Projects that leverage resources through partnerships and are designed to be sustainable will improve competitiveness among regional applicants. Pre-proposals should be for specific projects not merely concepts. Projects ready or near ready will compete better.

Questions asked in the Western Competitive, Western Fire Managers and CPP pre-proposals are different. Review the criteria for each and complete the correct form.

Project pre-proposal forms, IDL's Budget Guidelines and Restrictions, and examples of successful western applications can be found at <http://www.idl.idaho.gov/bureau/ForestAssist/grants/index.html>.

² The state is eligible to apply for \$300,000 per grant and wishes to submit robust applications. IDL will include indirect and other associated project costs and will work with successful applicants on the final budget.

WESTERN COMPETITIVE GRANT—Pre-Proposal

IDL is seeking pre-proposals to develop solutions to issues identified in Idaho's Forest Action Plan (FAP). Issues include insect, disease, development and recreation pressures, wildfire, forest products markets, water quality and quantity, air quality, and wildlife biodiversity. While projects that address these issues are encouraged, specific areas of emphasis for the 2015 pre-proposals include:

Education

- ▶ Address gaps in bioregional, wildland urban interface, and green infrastructure planning
- ▶ Promote sustainable forestry and Firewise practices. Identify audiences, communication needs, develop and implement tools and methods that lead to measurable positive behavior changes.
- ▶ Create a statewide science web-based platform that provides user-friendly education materials and decision support tools for local organizations, land use planners, rural fire districts and forest landowners.

Landscape Level Stewardship

- ▶ Develop and implement landscape level forest stewardship activities within Priority Landscape Areas, such as planning, treatments, collaboratives, etc., that will make a meaningful difference within a watershed or drainage.

Biomass Utilization

- ▶ Spur local/regional biomass utilization to support forest improvement and fuel reduction

Instructions for Pre-Proposal Form

Project must accomplish FAP statewide or Priority Landscape Area goals (see Idaho FAP, chapters 4-6). Complete the 2015 Western Competitive Pre-proposal form at:

<http://www.idl.idaho.gov/bureau/ForestAssist/grants/index.html>. Confine the narrative to the box size and stay within the character designated limits (including spaces). Do not change the font or the type size. Only applicants with an approved pre-proposal can submit a full proposal. Additional information will be required for the full proposal.

Attach a Map of the Project Area to the Pre-Proposal Form—with a north arrow and geographic locator (such as latitude and longitude or GPS coordinates). Denote nearby cities to serve as reference points.

To be competitive, projects must show partner leverage. Leverage can be in-kind, can include federal resources and be for work adjacent to the area in which grant funds will be used (more than 50/50 if possible). Although the official 2015 application is not yet available, past successful Idaho grant applications are good examples for context, substance and clarity. These and additional resources to assist in completion of this form are located on page 6 of this packet.

DUE DATE: December 20, 2013

Email Pre-Proposal to: mfritz@idl.idaho.gov and copy communitytrees@idl.idaho.gov

For questions, contact Mary Fritz at the above email or phone 208-666-8667.

WESTERN FIRE MANAGERS and CPP GRANTS—Pre-Proposal

IDL is seeking pre-proposals for projects that mitigate risk within Wildland Urban Interface (WUI) areas located in Priority Landscape Areas (see map on last page). Proposals must address issues identified in Idaho's Forest Action Plan, the County Wildfire Protection Plan (CWPP) and demonstrate collaborative interagency planning and implementation. Emphasis is on hazard fuel reduction, restoration of fire-adapted ecosystems, prevention and education within the WUI, and County Wildfire Protection Planning.

The types of allowed projects focus on achieving this goal through:

- ▶ Reducing Hazardous Fuels and Restoring Fire-adapted Ecosystems
- ▶ Improving Prevention and Education in the Interface
- ▶ Planning

Note: CPP projects must be on non-federal land, align with, and be adjacent to Forest Service hazard fuel reduction projects. All CPP projects are only for reducing hazardous fuels/restoring fire-adapted ecosystems.

Instructions for Pre-Proposal Form

Completion of the 2014 Western Fire Managers grant application will be considered as the pre-proposal for the 2015 Western Fire Managers and CPP grant programs

(<http://www.idl.idaho.gov/bureau/ForestAssist/grants/index.html>). (The official 2015 S&PF State Fire Assistance grant application and guidance are not yet available.)

Applicants must fit all information into the allotted box space for each question. Guidelines by box number follow: (All boxes must be filled in on the application. If a box does not apply to the project, fill in that space with N/A.)

Hold your mouse arrow over each block on the application for further instructions. Additional resources to assist in completion of this form are located on page 6 of this packet.

Box 1 & 2: Applicant and Project Information

Box 3: Project Expenses—Projects of \$240,000 are sought. Ten percent match is required; additional match improves competitiveness. Match cannot come from a federal source and needs to be for work directly on the project. Match can include training hours valued at an accepted rate and donated labor/equipment. Hard match is actual dollars spent other than federal grant funds within the specified scope of work. The totals in these boxes will add automatically when all data is entered into the fields. If the total did not add correctly, go back, tab through each box, and see if that fixes the addition.

Box 4: Budget Narrative—must give specific details for each grant expenditure item (not matching funds) in box 3. For example, personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs. Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives.

Box 5: The Project—the description of project area and challenges—applicants must give an overview of the project and point out the hazards and clearly show the need for work in this area. If applying for a fuels reduction project, describe the vegetation types. It is important to define the problems and challenges so when you get to box 7 you are clearly stating how the funding will be used to address the challenges in this box.

Box 6: Relation to Forest Action Plan/CWPP—this new box for 2014 must clearly describe how the project fits into the broad goals of a forest action plan (Enhancing, Protecting and or Conserving) or CWPP goals and objectives. It is important to describe how the project meets the goals of one or both of these planning documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section.

Box 7: Proposed Activities—this section must clearly explain exactly how the grant dollars will be spent on this project and outline what will be accomplished. Unlike the overview, this will provide the specific details of the project using measurable units where applicable.

Box 8: Landscape—describe the landscape this project influences. Show how the project has or will have impact outside the immediate project area. For example, a project in a community may compliment a Forest Service project on their land where they are creating a fuel break around your community defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or planning projects, explain how your project compliments or enhances those by other agencies or groups and/or ties into a greater goal. Explain the who, what, when, where, why and how of its anticipated impacts.

Box 9: Project Collaboration—Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match.

Box 10: Project Timeline—must include such things as: begin/end dates, milestones, quarterly accomplishments, etc.

Box 11: Project Sustainability—Must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:

- ▶ **Environmental Factors:** describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals or any other environmental factor that affects the continued maintenance of this project
- ▶ **Education:** describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations for the project's maintenance. If this is an information/education project, make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.
- ▶ **Commitment:** describe the commitment by the individual/community to maintain this project into the future, i.e. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update as necessary.
- ▶ **Monitoring:** describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (I.e. State Forestry personnel, Fire Safe Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e. yearly, quarterly, etc.); clearly describe timelines, and milestones.

Attach a Map of the Project Area to the Pre-Proposal Form— with a north arrow and geographic locator (such as latitude and longitude or GPS coordinates). Denote nearby cities to serve as reference points.

DUE DATE: December 20, 2013

Email Pre-Proposal to: cglazier@idl.idaho.gov and copy communitytrees@idl.idaho.gov
For questions, contact Craig Glazier at the above email or phone 208-666-8646.

RESOURCES

To find forms, resources and references listed below go to:

<http://www.idl.idaho.gov/bureau/ForestAssist/grants/index.html>.

Please Note: IDL is upgrading its website. If you have issues with this link, please contact mfritz@idl.idaho.gov.

WESTERN COMPETITIVE GRANTS

- ▶ **2015 Request for Pre-Proposals Instructions**
- ▶ **2015 Western Competitive Pre-Proposal form**
- ▶ **IDL Budget Development Guidelines and Restrictions**

The 2015 application form that IDL will submit is not yet available. For information purposes, see examples of 2014 (last year's) application and criteria.

- ▶ **FY2014 Western Competitive Grant Application**
- ▶ **FY2014 Western Competitive Grant Application Instructions and Scoring Criteria** (*Good information to review*)

Examples of Idaho 2013 Applications that ranked high west wide (1st, 2nd and 8th). These provide good examples of both content and format that clearly describe the project, address the scoring criteria and explain how funding will be used.

- ▶ **FY 2013 Development Protection in Valley County's Wildland Urban Interface**
- ▶ **FY 2013 Clear Creek Integrated Restoration Project**
- ▶ **FY 2013 Southeast Idaho Canopy Assessment**

Explore project updates and accomplishments [USFS State and Private Forestry Competitive Grant Website](#).

WESTERN FIRE MANAGERS and CPP GRANTS

- ▶ **2015 Request for Pre-Proposals Instructions**
- ▶ **2015 Western Fire Managers/Community Protection Program Pre-Proposal form**
- ▶ **IDL Budget Development Guidelines and Restrictions**

The 2015 application, submitted by IDL on applicant behalf, is not yet available. For informational purposes, see examples of 2014 (last year's) application and criteria.

- ▶ **FY 2014 State Fire Assistance Application**
- ▶ **FY 2014 State Fire Assistance Criteria & Instructions**

An example of a 2013 Idaho Application that ranked very high west wide:

- ▶ **FY 13 Fremont County**

OTHER IMPORTANT INFORMATION

- ▶ [Idaho Forest Action Plan](#)

